

Council & Committee - Conflict of Interest Policy

1. Policy Purpose

Council and Committee Members have a duty to ensure that they are not placed in a position where their personal interests conflict with their duty to act in the interests of the HCPC.

The Council and Committee Member Code of conduct policy states that members must not –

- use their position for personal gain or to promote their private interests
- act in a way that may undermine public confidence in the HCPC or bring it into disrepute.

The aim of this policy is to set out the expectations regarding real or potential conflicts of interest and the process for dealing with a conflict raised in relation to a Council or Committee Member.

2. Scope

The policy applies to all Council and Committee members. Compliance with this policy is compulsory for all Council and Committee members, breaches may result in a formal concern under the Council Code of Conduct.

Any request for further advice or guidance about Member's responsibilities under this policy should be directed to the Head of Governance.

3. What is a conflict of interest?

A conflict of interest arises where a Council or Committee member has an interest which might influence, or be perceived to influence, that person's judgement in carrying out their role at the HCPC.

When a fair-minded and informed observer would conclude that there is a real possibility that an HCPC decision maker is or could be biased because of a particular interest then there is a conflict of interest.

When considering what might constitute a potential conflict, the seven principles of public office should be born in mind: selflessness; integrity; objectivity; accountability; openness; honesty; and leadership

4. The Importance of conflict of interest management

The Council and Committee Member Conflict of Interest Policy supports the HCPC to ensure, and demonstrate, that its decision making is independent, transparent and enables public confidence.

The HCPC is responsible for promoting and setting standards of conduct for registrants, as well as making decisions about registrants whose fitness to practise may be impaired. It is critical that the HCPC's leadership must reflect the highest standards.

5. Responsibility for conflict of interest management

It is the responsibility of all Council and Committee Members to make all reasonable efforts to ensure that they, and the HCPC, are not placed in a position where there is a conflict between the Member's responsibility to promote the best interests of the HCPC and the Member's own private interests.

Council Standing Order 15 requires members to make, and keep up to date, a declaration of their personal interests. All Members must complete a declaration on appointment and reconfirm this declaration on an annual basis.

Any changes to a Member's interests must be notified to the Head of Governance as soon as it becomes known to the Member.

The Head of Governance is responsible for maintaining the register of interests for the Council. The Governance Team will annually circulate the entries to members to review their declarations for currency.

6. Declaring interests at a meeting

To promote transparency, at the beginning of the formal agenda of any meeting Members are asked to declare any interests (including any already contained within the register) that could be perceived as being relevant to any item on the agenda.

If an interest is declared, the Council will take a view on whether the interest should preclude the Member in taking part in that item of the agenda as required by Council Standing Order 15.2. Declarations and the Council's view on their materiality will be recorded in the formal minutes of the meeting.

7. Conflict of interest register

On appointment all Council and Committee members will be asked to complete a declaration of interest form. This will be retained in a central register of interests.

The form required the following information on personal interests:

1 - Relationships - Members must declare any relationships, either personal or professional (outside of HCPC business), with any HCPC Registrant, Council or Committee Member, Employee, Partner or Supplier. Members

should also declare here if they have a partner or close family member who is a registrant and their profession.

2 - Details of any employment - this includes remunerated and unremunerated (voluntary) work, permanent and temporary roles, self-employment, consultancy work, Non-Executive Directorships of public or private companies.

3A Membership of bodies exercising functions of a public nature - this includes any role on the governing Board, Council, Committee or Group of a public body, this could be a government body, non-departmental public body, arm's length body, NHS body or regulator.

3B - Membership of bodies which are directed to charitable purposes - any charity trustee roles must be declared

3C - Membership of any body whose principal purposes includes the influence of public opinion or policy - this includes membership of political parties, trade unions policy development and research groups or lobbying organisations.

3D - Membership of bodies to which the HCPC has appointed the Member - The HCPC takes part in cross organisational groups and contributes to the working groups of other organisations. Council Members may be asked to represent the HCPC on these Groups.

4 - Details of any shareholdings which give a majority or controlling interest in any undertaking - you should also include any shareholdings of a partner or close family member where those shareholdings could result in an actual or perceived conflict of interest with the HCPC's operation.

5 - Description of any contracts for goods, services or works made between the HCPC and the Member, or an organisation from which you or your partner / close family member receive remuneration - This does not include the remuneration Members receive to undertake their duties as a Council or Committee member. This section related to any additional work undertaken outside of this agreement, either by the Member, their partner or close family member or one of the Member's employers. For example, consultancy services.

6 - Details of any significant political activity undertaken in the last five years - this should include activities that are a matter of public record i.e. office holding in, public speaking in support of, or candidate on behalf of, any political party (or affiliated body) which fields candidates at local or general elections in any part of the UK or in elections to the European Parliament.

Note - close family members for the purpose of conflicts of interest is defined as – That person's (or their partner's) dependents, and, or children, siblings and parents. Declarations made relating to a Partner or Close family member will not be published on the website register of interests.

8. Publication of the register

The HCPC is committed to transparency in its decision making. To enhance transparency, the register of interests is published on the HCPC website.

3rd December 2020

Council and Committee Members Conflicts of interest and other material information

Council and Committee Members have a duty to ensure that they are not placed in a position where their personal interests conflict with their duty to act in the interests of the HCPC. Transparent declaration of interests is an essential duty for Council and Committee members.

The following sections ask for information which may be relevant in this context. More information can be found in the Conflicts of Interest Policy.

Section 1 – Conflicts of Interest

1.	Do you have a relationship, either personal or professional (outside of HCPC business), with any HCPC Registrant, Council or Committee Member, Employee, Partner or Supplier. If yes please outline:	<input type="checkbox"/> yes	<input type="checkbox"/> no
2.	Please summarise all employment (current or in the last two years) This includes remunerated and unremunerated (voluntary) work, permanent and temporary roles, self-employment, consultancy work, Non-Executive Directorships of public or private companies)		
3.	Please provide details of membership or management of bodies that: (current or in the last two years)		
(a)	exercise functions of a public nature (including any public appointments):		
(b)	are directed to charitable purposes:		
(c)	aim to influence of public opinion or policy (including any political party or trade union):		
(d)	you have been appointed to by the HCPC		
4.	Please provide details of any shareholdings which gives you a majority or controlling interest in any undertaking:		

5.	Please provide a description of any contracts for goods, services or works made between the HCPC and you, or an organisation from which you or your partner / close family member receive remuneration.
6.	Please provide details of any significant political activity undertaken in the last five years. This should include activities that are a matter of public record i.e. office holding in, public speaking in support of, or candidate on behalf of, any political party (or affiliated body) which fields candidates at local or general elections in any part of the UK or in elections to the European Parliament.

Section 2 – Material Information

Have you:			
1.	(a) any convictions or cautions, from the UK or overseas, which would be considered unspent under the Rehabilitation of Offenders Act?	<input type="checkbox"/> yes	<input type="checkbox"/> no
	(b) ever been the subject of disqualification from the practice of a profession in the UK or elsewhere which remains in force; or are you the subject of any proceedings which could lead to such a disqualification?	<input type="checkbox"/> yes	<input type="checkbox"/> no
	(c) any pending charges to which you intend to plead guilty?	<input type="checkbox"/> yes	<input type="checkbox"/> no
	(d) become bankrupt over the past 10 years?	<input type="checkbox"/> yes	<input type="checkbox"/> no
	(e) been dismissed from any office or employment over the past 10 years?	<input type="checkbox"/> yes	<input type="checkbox"/> no
	(f) ever been disqualified from acting as a Company Director or in the conduct of a company?	<input type="checkbox"/> yes	<input type="checkbox"/> no
	(g) ever been a director, partner or manager of a company which has gone into liquidation, receivership or administration?	<input type="checkbox"/> yes	<input type="checkbox"/> no
	(h) any other facts to declare which you feel could be raised publicly in the future relating to your suitability to hold the office of Council or Committee member?	<input type="checkbox"/> yes	<input type="checkbox"/> no
2.	If you have answered yes to a question in section 1, please provide details below, continuing on a separate sheet if necessary.		

Declaration

I undertake to advise the Council of any other information relevant to an assessment of suitability as a public appointee and to report and significant future change to the information I have provided on this form.

I will inform the Council of any change of circumstance which would result in a YES answer having to be given to any of the questions in Section 1.

I confirm that the information given on this form is complete and true, to the best of my knowledge. I understand that the information I have provided is subsequently found to be untrue, then my tenure of office may be terminated.

Signature

Print **Date**.....

Completed forms must be returned to the Head of Governance at secretariat@hcpc-uk.org